



## COURSE TOPICS

CONTACT HOURS  
PER TOPIC

I. Job Search to include resume and cover letter preparation, contacts with employer/s/, interviews and contact agreement development.	
II. Discipline Related Work Experience	180 (Minimum)
III. Reporting and Evaluation	15 (Minimum)

PROGRAM TITLE: Various

COURSE TITLE: Internship

CIP NUMBER:

LIST PERFORMANCE STANDARD ADDRESSED:

NUMBER(S):            TITLES(S):

- 04.01 Follow oral and written instructions.
- 04.09 Compose reports, documentation and other appropriate material.
- 04.10 Communicate orally with personnel of various backgrounds and technical skills.
- 05.01 Demonstrate appropriate work habits.
- 06.01 Demonstrate appropriate attire and grooming for a business office.
- 08.04 Demonstrate self-motivation and responsibility to complete an assigned task/s/.
- 10.02 Demonstrate the ability to determine the proper priority or work.
- 10.04 Choose appropriate actions in situations requiring application of business ethics.
- 10.05 Choose appropriate action in situations requiring effective time management.

Other performance standards will be assigned by program manager/s/ and internship supervisor/s/ as determined by discipline and specific job/task assignments.